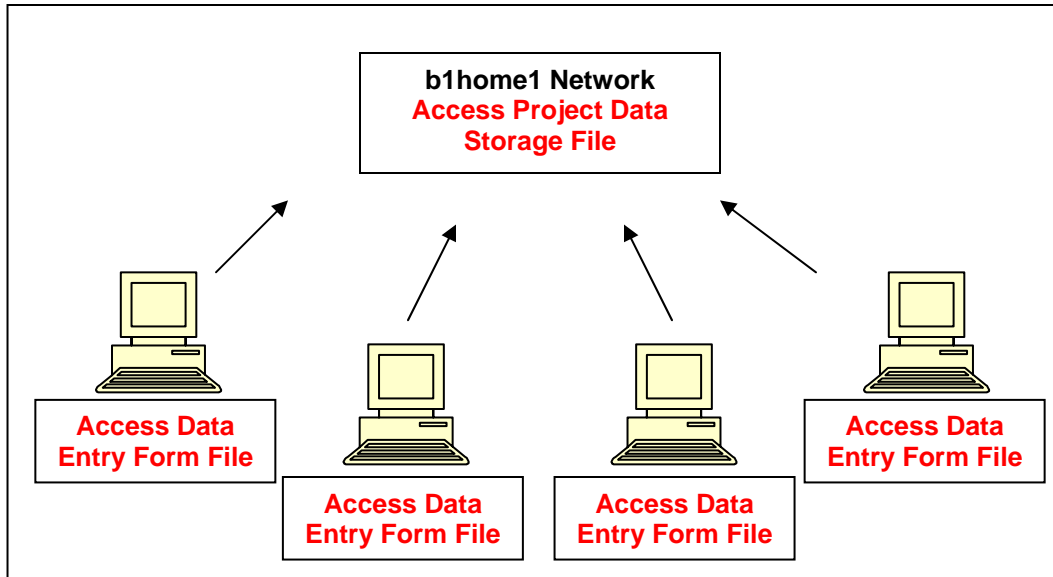


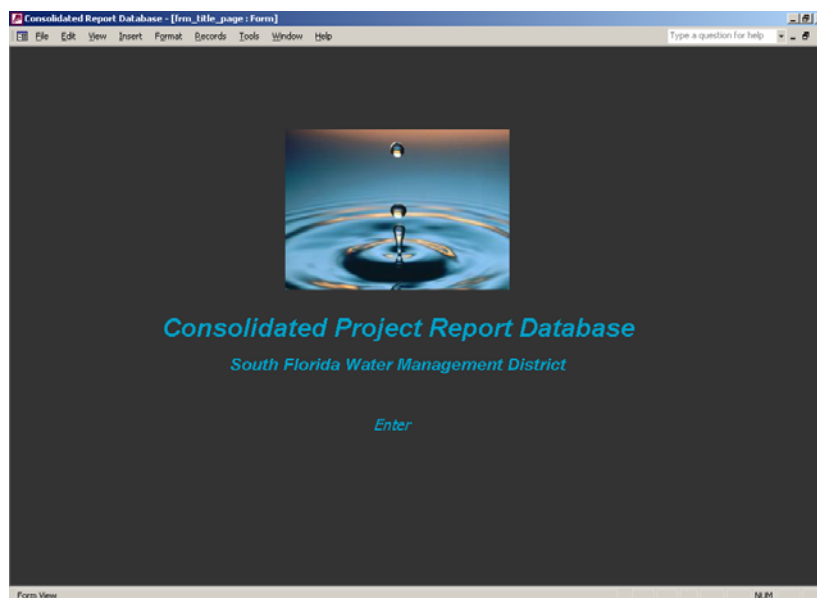
Appendix 1-2: Consolidated Project Report Database User Guide

Database Architecture:**Set-up Access Data Entry file on your computer:**

Copy the Access Data Entry Form called **CPRV3 Data Entry.mdb** from the following location to your computer: <\\b1home1\proj\Budget>

Opening the Database:

1. Double-click on the **CPRV3 Data Entry.mdb** file icon to open the database. The following will appear:



2. Click 'Enter' on the main page to open the following data entry form. (NOTE: Because this form will be displaying data that we are storing on the network, this may take a few seconds to open.)

Consolidated Report Database - [frm_main : Form]

File Edit View Insert Format Records Tools Window Help

Project Name: Last Updated Date

Project Details | Milestones | Financial Information | Miscellaneous

Activity Type:

Project Manager:

Mgr TBD Explanation:

Project Objective:

Project Description:

Historical Background/Project Need:

Lead Program:

Related Program:

Lead Agency:

Lead Organization:

State Reporting Category:

Street Address:

Counties:

Regions:

Project Type:

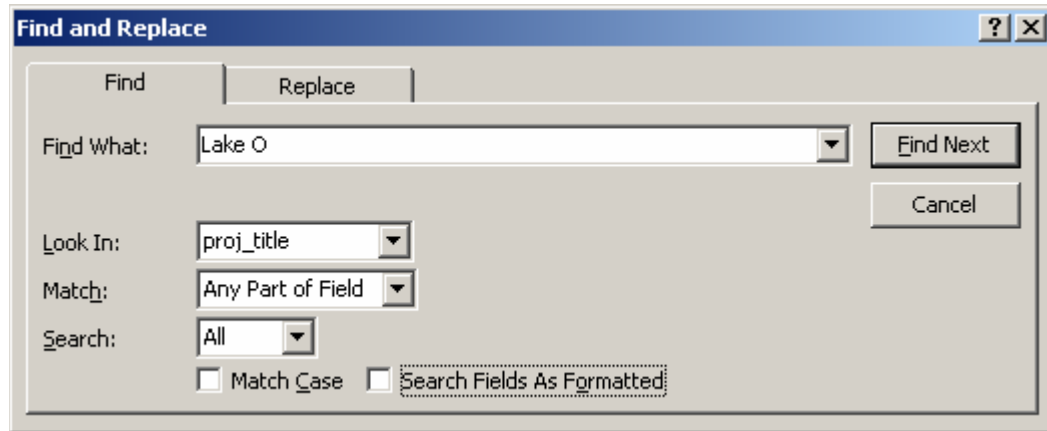
Record: of 600

Form View

Navigating through the Projects in the Data Entry Form:

1. If you know what project you are looking for, search for the project by name at the top of the form by:
 - a. Click on the project title that appears at the top, so that your cursor is on that field.
 - b. Click 'Edit', 'Find' in the main toolbar at the top of the window.
 - c. Type the name (full or partial) that you are searching for.
 - d. Verify the following:

- i. the drop down menu next to the words 'Look in' is set to 'proj_title'.
 - ii. the drop down menu next to the words 'Match' is set to 'Any Part of Field'.
 - iii. the drop down menu next to the words 'Search' is set to 'All'
 - iv. the checkboxes for 'Match Case' and 'Search Fields as Formatted' are unchecked.
- e. Click the 'Find Next Button'. This will take you to the first project that has an occurrence of the text you typed into the 'Find' field.

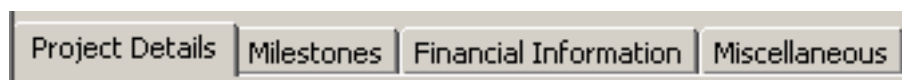


2. If you know the record id of the project you are searching for (see list of projects) then navigate directly to that project by:
 - a. Click in the record number field at the bottom of the form so that your cursor is on that field.
 - b. Highlight the number that is displayed in that field, and replace it by typing in the record number you are searching for.
 - c. Hit the 'Enter' key. You will be taken directly to that project.



Making changes to your project(s):

All of the information stored for each project can be viewed from this data entry form. Because there is so much of it, it has been spread across four tabs, as seen below. Click on each tab to see the information being stored.



To enter new or change existing information in this form, do the following:

Text Box:

Enter or change text in a text box (no drop down arrow visible)

1. Click in the text box. You can highlight, delete, cut, copy, or paste text just as you would in a program like MS Word.
2. If the text is larger than the box provided, scrollbars will become visible so that you can scroll through all of the text.

Project Objective:	By January 1, 2004, the District, in cooperation with the other coordinating agencies, shall complete the Lake
--------------------	--

Dropdown List:

Select or change value in a dropdown list (only one selection allowed).

1. Click on the dropdown arrow to the right of the field. A list of options appears.
2. Select value from the list.

Activity Type:	Project
	Project
	Process

3. Delete a selection from a dropdown list so that it is blank:
 - a. Highlight all of the text and hit the 'backspace' key.

Lead Agency:	South Florida Water Management District
--------------	---

Lead Agency:	
--------------	--

Multiple Value List:

Add values from multiple value lists (one or many selections allowed):

1. Place cursor in the first line of the list. Dropdown arrow appears to the right. Make selection from the choices that appear when you click on the dropdown arrow.
2. To add multiple values, place cursor in the next blank line, repeat process.

Counties:		Project Counties:	
			Broward
			Palm Beach

Remove values from multiple value lists (one or many selections allowed):

1. Highlight the row that you want to remove by clicking on the gray space to the left of the entry. The row will become highlighted.
2. Select 'Edit', 'Delete Record' from the menu bar at the top of the window.

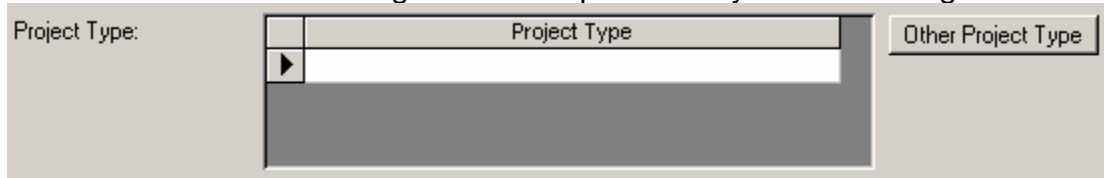
3. A message confirming the deletion will appear. Say 'Yes' if you want to delete, 'No' if you don't.



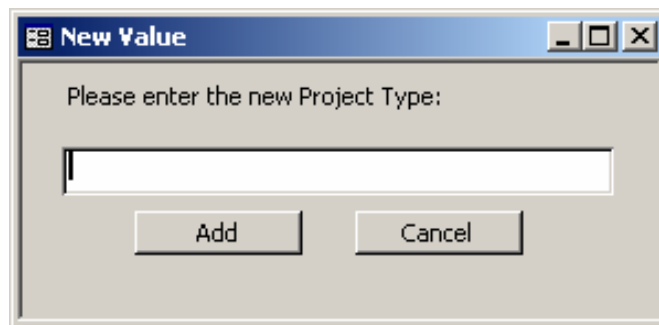
Adding New Options to Dropdown List

If there is a button located to the right of a dropdown list, that means that you can add new options to the list that appears in the dropdown when you click the arrow.

1. Click the button to the right of the dropdown list you are working on.



2. The following window appears, asking you to enter the new value.



3. Enter the new value, and click 'Add' to add, or 'Cancel' to quit.
4. The new value that you entered should now be one of the options that you can choose in the list.